



TestDrive
Steering your future

GUIDE TO ONBOARDING AND MENTORING STUDENTS

Your role is to help a student grasp the realities of the workplace and meet their learning plan. The supervising teacher will help guide you and the student through the process. Students are focusing on career development and are seeking opportunities to gain experience in a real-world work environment. You are demonstrating how to be a successful and responsible working adult. A mentor shares their experience, knowledge, and wisdom about the trade, your occupation, or the industry in general.

- Consider the example you set and explain why you do things in certain ways.
- Think of mistakes as an opportunity to show the student how to learn from them.
- Mentoring may only be for a short period of time, yet it makes a lifelong difference.

Team Responsibilities:

- Mentor and supervise the student
- Provide a safe and inclusive work environment.
- Share your enthusiasm and offer the student positive and constructive criticism.
- Support the development of workplace skills, including job-specific skills, teamwork, personal management, and communication skills.
- Provide an opportunity to observe all aspects of the business
- Allow students to assume a variety of job tasks and responsibilities
- Assign duties that require more skills when appropriate

Preparing the Workplace:

- Inform your employees about their role/involvement with the student, share your expectations and explain how they should address any issues that may arise. Address the student's lack of workplace experience and the importance of support as they improve their skills.
- Assign the mentor and address how that may temporarily affect others' routines.
- Before the placement begins, the supervising teacher will arrange a meeting with you and the student. This is a great opportunity to discuss some of your workplace expectations and routines. Please discuss things like the pay process (how and when payment occurs); PPE required; acceptable clothing; confidentiality; work hours; the process to follow if the student is unable to attend work, etc.
- On the student's first workday, cover the basics of your organization, offer a tour, initiate team introductions, review safety protocols, and engage in questions that will give you an understanding of their interests.
- The student will receive visits from a supervising teacher and TestDrive staff during their placement. The short visits will be an opportunity for the student and their mentor to share information on the student's experience. Communication with the supervising teacher is a key part of supporting the student to build their skills during the placement.

Please contact them if issues arise. They will do their best to support and guide the student if improvements in job performance are required.

- Inform the student about your organization's fire and emergency measures and plans.
- Introduce the student to their "go-to" person and assign a simple task right away to initiate the development of the bond between student and mentor and demonstrate your trust in the process.

Mentors should:

- Encourage the student and model a respectful relationship.
- Give direct instruction. Be specific and use examples, describe what is being done when the student is observing.
- Reflect on completed tasks and appreciate different learning styles, be flexible and patient.
- Acknowledge jobs that are well done.

End of placement:

Consider having a small gathering or simply sharing what it has meant to have the student involved with your establishment. You may want to hire the student for the rest of the summer or as a youth apprentice. If that is not possible, or there are performance-related issues, please be open and encouraging.

Onboarding Sample Schedule- A guide to get you started.

Day 1: Introduction & Orientation

Goal: Familiarize the student with the workplace, policies, safety, and expectations.

- Welcome & Introductions to Staff and Team
- Tour of Facility (bays, break room, washrooms, exits, storage, etc.)
- Review of Workplace Expectations & Code of Conduct
- Health & Safety Orientation (PPE, MSDS, emergency protocols)
- Review PPE (safety boots, glasses, gloves if applicable)
- Introduction to Tools & Equipment (basic safety around equipment)
- Shadow technician – Observe ongoing work
- Daily Debrief / Questions

Day 2: Safety & Basic Tasks

Goal: Begin hands-on learning with a strong focus on safety and observation.

- Toolbox Talk: Daily Safety Briefing
- Introduction to Hand Tools & Safety Procedures

- Clean-up Procedures & Shop Maintenance Tasks (e.g., sweeping, organizing)
 - Assist with Basic Vehicle Checks (fluids, lights, tire pressure)
 - Observation: Ongoing Repair or Inspection
 - Daily Debrief / Reflection / Questions
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Day 3: Introduction to Systems & Components

Goal: Introduce the student to Motive Power systems (brakes, engines, suspension, etc.)

- System Overview: Brakes, Suspension, Steering
 - Assist with Brake Pad or Tire Change (under supervision)
 - Observe Inspection – Explain Findings
 - Clean Up & Shop Duties
 - Daily Debrief – System Questions
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Day 4: Hands-On Skill Building

Goal: Begin supervised skill development and introduce diagnostic tools.

- Toolbox Talk: Lifting Safety & Hoist Use
 - Practice Lifting Vehicles (supervised)
 - Intro to Diagnostic Tools (OBD Scanner, Multimeter)
 - Assist with a Real Repair (brake, battery, belt, etc.)
 - Documentation & Work Order Basics
 - Daily Debrief – Skill Check-In
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Day 5: Review & Goal Setting

Goal: Evaluate the week's learning, identify student strengths, and set future goals.

- Recap: Safety, Tools, Systems Overview
- Supervisor Check-In: Feedback Session
- Goal Setting for the remainder of Placement
- Student Demonstrates Skills (e.g., perform basic check independently)
- Final Questions & Confidence Building Activity, Week 1 Reflection & Sign-Off.